

Anne Arundel County OFFICE OF CENTRAL SERVICES Records Management Division

Schedule No.

2330 C-771

Page No.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

RECORDS RETENTION AND DISPOSAL SCHEDULE				
AGENCY Dept of Yublic Wo	DIVISION Directors OF			
Description		Retention		
-				
<u>General</u>				
memorandum and any and all other mate to the administration of the bureau Includes seven (7) categories: General	Retain five (5) years then destroy.			
Payroll/Time & Attendance				
	Retain three (3) years then destroy.			
Special Boards/Commissions/Committee	s/Work Groups			
from various work groups, committees In some cases, members representing the only individuals holding files pe	Retain permanently. Microfilm periodically and transfer to State Archives periodically.			
Deputy Director Staff Meeting Notes Planning Session Notes				
meetings held with the Director, Assand Deputy Directors. Information emental planning, policy and operation Files also consist of Director's Planmaterial, agenda and reports which as	Retain permanently. Microfilm periodically and transfer to State Archives periodically.			
		-		
Approved by Management Officer	Schedule Approved by Chief Administrative Officer			
196 Jucquelleri Myan Signature)	10/23/86 S	Signature		
Approved by privile provided in the control of the	Schedule Approved by State Archvist	1 or Perendent		
ki Chila	DEC 2 0 1996	wante, Janjor,		
3	Subject arrangement of original incomemorandum and any and all other mat to the administration of the bureau Includes seven (7) categories: Gener Agency; Projects; Personnel; Citizen Legislation. Payroll/Time & Attendance Files consist of original Time & Att for Director's Office personnel and automated Time & Attendance. Special Boards/Commissions/Committee Files consist of meeting corresponde from various work groups, committees In some cases, members representing the only individuals holding files productions that may directly effect to adopted by the County. Deputy Director Staff Meeting Notes Planning Session Notes Files consist of meeting notes taken meetings held with the Director, Ass and Deputy Directors. Information emental planning, policy and operation files also consist of Director's Planmaterial, agenda and reports which a various managers and supervisors w/informations managers managers and supervisors w/informations managers managers and supervisors w/informations managers managers managers managers managers managers managers managers w/informations managers	Subject arrangement of original incoming letters, memorandum and any and all other material related to the administration of the bureau and/or division. Includes seven (7) categories: General; Bureau; Agency; Projects; Personnel; Citizen Requests; Legislation. Payroll/Time & Attendance Files consist of original Time & Attendance records for Director's Office personnel and print-outs from automated Time & Attendance. Special Boards/Commissions/Committees/Work Groups Files consist of meeting correspondence and notes from various work groups, committees, advisory boards. In some cases, members representing A.A. County are the only individuals holding files pertaining to the decisions that may directly effect the policy or law adopted by the County. Deputy Director Staff Meeting Notes & Director's Planning Session Notes Files consist of meeting notes taken during weekly meetings held with the Director, Assistant Director and Deputy Directors. Information entails Departmental planning, policy and operational changes. Files also consist of Director's Planning Session material, agenda and reports which are attended by various managers and supervisors w/in the Department. Approved by Approved by Division Represencative Schedule Approved by Schedule Approved by Chief Administrative Officer Management Officer Approved by Division Represencative Schedule Approved by Schedule Approved by State Archwist		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 580-1)			PAGE 2 OF 4		
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT		
Anne Arundel County	Dept. of Publi		AND USED AS A UNIT FOR		
DEFINITION - MECOND SERIES -		ENTION AND DISPOS			
Payout Time + Attendance			5. EARLIEST YEAR/LATEST YEAR 1991 to 1994		
——————————————————————————————————————		ATION/DOCUMENTS/FORMS FOUND			
Files consist of original Time + Attendance records for Director's Office personnel and print-outs (screen prints) from automated Time + Attendance system.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	R SECLIENCE	9. VOLUME		
LETTER SIZE "MICROFILM	D ALPHABETIC		✓ FILE DRAWER(S)		
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S) COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)		
DAUDIO TAPE DVIDEO TAPE	GEOGRAPHIC	CAL.	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)		
11. FILE IS USED DAILY WEEKLY	□ MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 D MONTH(S) X YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) DPW-2662 RIVER, GOOD, 4th Floor Executive Office Annapolity, MD 21401		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO PROPERTY OFFICE			
15. ACCESS RESTRICTIONS TYES NO		16. AUDIT REQUI	REMENTS		
(IF YES, CITE LAW(S) & REGULAT	10N(B)	O NONE STATE TEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YEB, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION			
TYES YOU		3 years, then destroy			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
H. Croac	222-7092		10/24/94		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	D 7275 WATERLOO ROAD		AGENCY RECORDS INVENTURY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE 3 OF 4		
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT		
Anne Amendel County		licworks	Director's Office		
DEFINITION-RECORD SERIES A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
5000 d Brands/Commissions/Committees/Lebrth Groups			5. EARLIEST YEAR/LATEST YEAR 1989 to 1994		
6. RECORD SERIES DESCRIPTION (BR	EPLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND		
	THE SERIES.		RPOSE OR FUNCTION OF THE SERIES		
Files consist of meeti	ng correspon	odence and no	tes transvarious work		
groups, committees, advis	only boards.	In some cas	ses, members representing		
the County are the only decisions that may did	rindividua	15 holding t	ites pertaining to the		
	ectly effect	. the policity of	anajor law owapted		
by the county.	J	0			
, 0		•	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME		
LETTER SIZE " MICROFILM	ALPHARETI	CAL	File DRAWER(S)		
LEGAL SIZE COMPUTER TAPE	- NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		NUMBER OTHER(SPECIFY)		
DAUDIO TAPE DVIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)		
			MICROFILM REEL(S)		
			NUMBER COMPUTER TAPE(S)		
II. FILE IS USED	12. FILE BECOME		S INACTIVE AFTER MONTH(S)		
	MONTHLY	NUMBER			
DPW -2442 River RA 4th	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?			
DPW - accorplica R. O. 4th Executive Office File Roan Hongocijs MD 01101	1100	TES NO	EGIFY AGENCY OR OFFICE)		
			16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		NONE STATE SEPERAL SINDEPENDENT			
			TOTAL TIMEFEIDEN		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION		
O YES OX NO			and the transform		
- IEB JAN		rermanent	-Periodically transfer		
		to Md State Archives			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
V 0	222 222		10/2/10		
1 Cogar	109 - 109	d	1 10124144		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	ACH NEW OR RECORDS MANAGEMENT DIVISION ES. FORWARD 7278 WATERLOO ROAD		AGENCY RECORDS INVENTURY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 4 OF 4		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT		
Anne Arundel County	Dept. of Publi		Directors Office		
DEFINITION-RECORD SERIES A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Dep. Director Staff Intg. Notes Dir. Planning Session			5. EARLIEST YEAR/LATEST, YEAR 1989 to 1994		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND					
Files consist of meeting the day the Director Information entails	ng notes tall, Assistant Department Made. File c the Direct	ken during u Director Dar ral lanning es also cons ors Planning	reekly meetings now Deputy Director. I policy and ist of Inaterial and a Session and attended		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME		
LETTER SIZE O MICROFILM	ALPHABETIC	CAL	FILE DRAWER(S)		
LEGAL SIZE COMPUTER TAPE	U NUMERICAL.		D MICROFILM REEL(S) COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL.	NUMBER OTHER(SPECIFY)		
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)		
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER		
DAILY WEEKLY	□ MONTHLY	PUMBER MONTH(S) YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) DPW-2662 RIVER BO, 441 FLOOR EXECUTIVE OFFICE, 410 FLOOR ADDROPOLIS, ADD 21401		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) O YES NO			
15. ACCESS RESTRICTIONS TYES NO		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S)		NONE STATE FEDERAL INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTHARE)		18. RECOMMENDED RETENTION			
T YES NO			1 - 11. transfor		
		Permanent - Periodically transfer to Md State Archives			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
K. Corac	332-7093		10/24/94		
DGS 550-4 (REVISED 2/87)					